

DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
FORT LESLEY J. McNAIR, DC 20319-5058

MDW Regulation
No. 700-1
Change 1

15 JULY 1999

Logistics
AMMUNITION MANAGEMENT AND SURVEILLANCE

FOR THE COMMANDER:

DISTRIBUTION:

A

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C

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History. This publication was originally printed on 26 November 1997. This printing publishes Change 1.

Summary. This change establishes the requirement for an explosives storage license for arms rooms and small arms storage areas. Additionally, it changes the proponent from the Deputy Chief of Staff for Logistics to the Deputy Chief of Staff for Operations, Plans, and Security.

Suggested improvements. The proponent of this pamphlet is the Deputy Chief of Staff for Operations, Plans, and Security. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or in a memorandum to Commander, MDW, ATTN: ANOP-TG, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

1. MDW Reg 700-1, 26 November 1997, is changed as follows:

C1 to MDW Reg 700-1

Page i. Supplementation statement, line 3. Change ANLG-LS to ANOP-TG.

Page i. Suggested improvements statement is superseded as follows:

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Operations, Plans, and Security. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or in a memorandum to Commander, MDW, ATTN: ANOP-TG, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

Page 1-1. Paragraph 1-4a. MDW DCSLOG. Change MDW DCSLOG to read MDW DCSOPS.

Page 3-2. Paragraph 3-5a, line 3. Change ANLG-LS to ANOP-TG.

Page 3-2. Paragraph 3-5b, line 2. Change ANLG-LS to ANOP-TG.

Page 5-1. Paragraph 5-1b, line 5. Change ANLG-LS to ANOP-TG.

Page 6-2. Paragraph 6-3e is superseded as follows:

An explosives storage license is required for arms rooms and small arms areas including troop buildings. Limited quantities of Class 1.3 and 1.4 ammunition can be stored at these locations for alert and security purposes consistent with daily mission/operational requirements. Unit arms or ammunition storage areas in troop buildings will not be used to store Class 1.1 or 1.2 ammunition, such as charges, mortars, and high explosives. A copy of the storage license will be provided to the installation provost marshal office.

Page 7-1. Paragraph 7-1, line 6. Change ANLG-LS to ANOP-TG.

Page 7-1. Paragraph 7-5, line 6. Change ANLG-LS to ANOP-TG.

Page 8-1. Paragraph 8-2, line 3. Change ANLG-LS to ANOP-TG.

2. Post these changes per DA Pam 25-40.

3. File this change in front of the publication.

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FORT LESLEY J. McNAIR, DC 20319-5058

MDW Regulation
No. 700-1

26 November 1997

Logistics
AMMUNITION MANAGEMENT AND SURVEILLANCE

FOR THE COMMANDER:

RALPH R. TUCCILLO
Colonel, GS
Chief of Staff


DISTRIBUTION:

A (1,3,5,8,10,
11,12,16,17,20,
22,24,26)

B

C (Minus 8-11)
D (Fort Hamilton)

OFFICIAL:


RICHARD F. DUEMLER
LTC, AG
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History. This is a new regulation.

Summary. This regulation provides MDW policies for receipt, issue, storage, movement, surveillance, accountability and reporting of Class V supply items. It also provides definitive guidance for the management of operational and basic load, and for preparing storage site licenses and safety waivers/exemptions.

Applicability. This regulation applies to staff, installations, subordinate commands and activities of MDW, and tenant activities that are assigned, thereto.

Internal control systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions for conducting reviews.

Supplementation. This regulation may be supplemented at the installation level. Proposed supplements must be submitted for approval to Commander, MDW, ATTN: ANLG-LS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

Suggested improvements. The proponent of this regulation is the Deputy Chief of Staff for Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended changes to Publications and Blank Forms) to Commander, MDW, ATTN: ANLG-LS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

CONTENTS

	Paragraph	Page
General		
Purpose.....	1-1	1-1
References.....	1-2	1-1
Explanation of abbreviations and terms.....	1-3	1-1
Responsibilities	1-4	1-1
Publication File.....	1-5	1-5
Chapter 2		
Ammunition Forecasting and Requisitioning		
Forecasting training ammunition.....	2-1	2-1
Requisitioning procedures.....	2-2	2-1
Authorization and allowances.....	2-3	2-1
Chapter 3		
Ammunition Management		
Ammunition accountability.....	3-1	3-1
Storage and inventory.....	3-2	3-1
Training ammunition.....	3-3	3-2
Hazardous materials training.....	3-4	3-2
Ammunition basic and operational loads.....	3-5	3-2
Security of ammunition and explosives.....	3-6	3-2
Chapter 4		
Disposition Procedures		
General.....	4-1	4-1
Fired or misfired cartridge cases.....	4-2	4-1
Ammunition amnesty program.....	4-3	4-1
Chapter 5		
Surveillance of Ammunition and Explosives		
Authority and responsibility for surveillance...5-1		5-1
Installations without assigned QASAS.....5-2		5-1
Chapter 6		
Explosives Safety		
Inspections.....	6-1	6-1
Site plans.....	6-2	6-1
Storage licenses.....	6-3	6-1
Safety waivers and exemptions.....	6-4	6-2

	Paragraph	Page
Chapter 7		
Reports		
Ammunition malfunction report.....	7-1	7-1
Ammunition condition report.....	7-2	7-1
Product quality discrepancy report.....	7-3	7-1
Reports of discrepancy reports.....	7-4	7-1
Worldwide ammunition reporting system.....	7-5	7-1
Chapter 8		
Standing Operating Procedures		
Policy.....	8-1	8-1
Procedures.....	8-2	8-1
Training.....	8-3	8-1
Appendix		
A. References		
Glossary		

Chapter 1 General

1-1. Purpose

This regulation establishes policies, procedures and responsibilities for MDW Class V storage activities and ammunition users. It identifies and further defines Department of Defense (DoD) and Department of the Army (DA) ammunition-related and explosive safety regulations and prescribes procedures for preparing storage site licenses and safety waivers/exemptions for MDW installations.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. MDW DCSLOG will-

(1) Schedule staff assistance visits to installations periodically to ensure the ammunition surveillance and logistics program is functioning properly.

(2) Approve ammunition basic load (ABL) requests for MDW units.

(3) Review and process requests for waiver of operational loads not covered by CTA 50-909.

(4) Forward recommended suggestions and/or supplements to the MDW Safety Office for Chapter 6, Explosives Safety, for final and comment.

b. MDW Safety Office will-

(1) Provide overall policy guidance, coordination, and oversight of the MDW ammunition and explosives safety program.

(2) Participate in DA Explosives Safety Council meetings.

(3) Review and forward completed DoD Explosives Safety Board (DDESB) submissions (i.e., storage site plans, licenses, and safety waivers/exemptions) to the U.S. Army Technical Center for Explosives Safety (USATCES), ATTN: SMCAC-ESL, Savanna, IL 61074-9639.

(4) Review, process, and forward safety waiver requests to the MDW Commanding General for approval.

c. Installation commanders will ensure -

(1) Units/activities are in compliance with AR 710-2, AR 385-64, DA Pam 385-64, and this regulation.

(2) Requests for safety waivers and/or exemptions, to include risk analysis, are submitted when compliance with safety standards in Implementing Draft AR 385-64 and DA Pam 385-64. All requests for safety waivers/exemptions are submitted to Commander, MDW, ATTN: ANOS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

(3) Quantity distance (Q-D) boundaries at potential explosive sites are not encroached upon.

(4) Site plans are properly prepared.

(5) Establishment of quantity distance arcs on installation master planning maps and updated installation copies of site plan safety submissions with "as built" drawings and records are maintained.

(6) Lightning protection system inspections are conducted IAW DA Pam 385-64 and copies of the inspections and tests are provided to the installation safety managers and storage activity supervisors/accountable officers.

(7) Information, policy, and guidance on Resource, Conservation, and Recovery Act (RCRA) requirements for the storage of hazardous waste ammunition and explosives are provided as needed.

(8) Site plans for the development of new storage sites are coordinated.

(9) Safety professionals attend an approved explosives safety course to support installation/tenant unit missions. (Approved explosives courses are available from U.S. Army Defense Ammunition Center and School (USADACS))

(10) Implementation of local ammunition and explosives amnesty programs in coordination with supporting installations with ammunition supply points IAW DA Pam 710-2-1, paragraph 11-18. Coordinate with supporting explosive ordnance disposal (EOD) units to establish and manage amnesty turn-in points.

d. Unit commanders will -

(1) Maintain safe practices and appropriate security measures when handling, transporting, storing, and using Ammunition in accordance with DA PAM 710-2-1 and supporting installation/ammunition supply point (ASP) guidelines.

(2) Maintain appropriate regulations and standing operating procedures when using ammunition.

(3) Identify new storage requirements to installation safety officers, Directors of Public Works (DPW), and Directors of Logistics (DOL).

(4) Ensure ammunition stored in arms rooms is serviceable, and is not suspended or restricted.

(5) Ensure all personnel working with ammunition are properly trained to perform their duties. This training should provide a minimum safety background for handlers.

(6) Screen all personnel assigned duties which involve control, accountability, and shipment of arms, ammunition, and explosives (AA&E) IAW with AR 190-11, paragraph 2-11.

e. Storage activity supervisors/accountable officers will IAW AR 710-2, AR 735-5, and guidelines provided by their supporting ASP:

(1) Prepare and use local procedures for receipt, storage, issue turn in, and handling of ammunition.

(2) Ensure cyclic (periodic) or as required inventories of ammunition stocks are conducted.

(3) Maintain stockage levels at a minimal level to ensure mission requirements are met.

(4) Observe explosive safety, security, and accountability requirements during all operations.

(5) Determine hazardous items to be stored at the ASP and storage sites.

(6) Maintain a complete inventory by storage facility showing DoD ammunition code, nomenclature, quantity, and total net explosives weight.

(7) Participate with the safety officer, DPW, ammunition surveillance personnel, and user in developing new storage sites.

(8) Coordinate with the installation safety manager on conditions that require DoD Explosive Safety Board (DDESB) submissions.

(9) Initiate and forward requests for safety waivers/exemptions through the installation safety manager and command channels to Commander, MDW, ATTN: ANOS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

(10) Provide the following items for review during explosives safety inspections:

(a) A complete inventory by storage facility showing DoD Ammunition Code, nomenclature, quantity, and total net explosives weight.

(b) The latest lightning protection system inspection report IAW DA Pam 385-64.

(c) The current explosives storage license.

f. Quality assurance specialists (ammunition surveillance) (QASAS) will:

(1) Implement the ammunition surveillance program and promote explosive safety throughout the command IAW SB 742-1 and those areas authorized by AR 5-9.

(2) Ensure specific quality assurance and explosive safety requirements are met, as outlined in Chapters 5 and 6 of this regulation.

(3) Provide installation surveillance support IAW AR 5-9.

g. Installation safety managers will:

(1) Monitor all installation ammunition operations for compliance with explosive safety standards.

(2) Assist in resolving explosive safety problems and submitting reports regarding explosive safety requirements as outlined in AR 385-64, DA Pam 385-64, and higher headquarters.

(3) Participate in the preparation of requests for explosives storage licenses, renewals, safety waivers/exemptions, and site plans for activities to include tenant activities on the installation.

(4) Certify and date the safety explosives storage license. A copy of the license (MDW Form 39-R-E, Explosives Storage License), together with maps of the explosives location and surrounding area, will be maintained at the installation safety office. The MDW Form 39-R-E is located in the back of this regulation and may be locally reproduced on 8 1/2 - by - 11 inch paper or generated electronically.

(5) Conduct an annual review of the explosives storage license for compliance and encroachment. This review will include on-site inspection of the area and recomputations, if necessary, of the license. Make notification to DOLs when necessary.

(6) Interface with the DPW, DOL, and supporting QASAS for the placement and layout preparation of new and revised ammunition/explosives storage facilities. Ensure all exposures, military and civilian, are indicated on the site plan.

(7) Evaluate and make recommendations for approval of requests for safety waivers/exemptions.

(8) Review explosives actions before forwarding them to the MDW Safety Office to ensure operational needs and safety implications are clearly defined and that the actions will satisfy projected requirements.

(9) Conduct inspections of all ammunition/explosives storage areas IAW AR 385-10. Maintain a list of all ammunition/explosives storage areas and records of inspections.

(10) Monitor ammunition/explosives unloads and other activities involving transportation and storage of ammunition/explosives to ensure that pertinent requirements are met.

(11) Maintain records of lightning protection system inspections and test reports.

(12) Review QASAS inspection reports.

1-5. Publication file. A file of appropriate technical manuals, field manuals, technical bulletins, supply bulletins, safety manuals, and regulations will be kept complete and up-to-date at all installations. Ammunition supply point supervisors will ensure that these files are available and their contents are thoroughly understood by individuals concerned.

Chapter 2 Ammunition Forecasting and Requisitioning

2-1. Forecasting training ammunition

a. Training ammunition is forecast in accordance with AR 710-2 and AR 710-2-1.

b. Time frames for submitting forecasts and ammunition requirements may be obtained by contacting Commander, MDW, ATTN: ANOP-OP, DSN 325-2847; commercial (202) 685-2847.

2-2. Requisitioning procedures

a. Requisitions will be prepared IAW AR 710-2, AR 725-50, DA Pam 710-2-1, DA Pam 710-2-2, and supporting ASP procedures.

b. Separate requisitions will be submitted for ammunition basic loads and operational loads.

c. The ASP procedures for requesting ammunition will be strictly followed.

2-3. Authorization and allowances

a. Units are authorized ammunition basic loads and operational loads IAW AR 710-2.

b. In addition to wartime ammunition basic load (ABL) requirements, MDW units with contingency missions supported by an approved plan may establish and maintain basic loads IAW specific requirements of the basic plan.

Chapter 3 Ammunition Management

3-1. Ammunition accountability. Accountability of ammunition and explosive and ammunition basic load (ABL) will be maintained IAW current unit supply updates AR 710-2, DA Pam 710-2-1, and DA Pam 710-2-2.

3-2. Storage and inventory

a. Ammunition basic loads will be maintained for supported units by the ASP as regular stock and the designated quantities marked for the units concerned. An exception to this policy is basic load ammunition stored in the ASP but issued to units prepared for deployment.

b. Operational loads should be stored in units arms rooms.

c. Units with arms rooms and/or storage facilities will conduct inventories IAW DA Pam 710-2-1. The DA Form 3020-R, Magazine Data Card, will be used as storage tool only and must not be used as an inventory document. Ammunition stored in anticipation of immediate training will be inventoried daily.

d. Units must use the following method of establishing ABL stockage requirements on MDW Form 91-R-E, Ammunition Basic Load Computation, which is located in the back of this regulation and may be locally reproduced on 8 1/2 - by - 11 inch paper or generated electronically.

Column	Explanation
TYPE OF WEAPON	Enter the type of authorized weapon, equipment, or munitions (WEM) as shown on the unit MTOE and/or TDA in the "TYPE"
LINE ITEM NUMBER	Enter line item number from the unit MTOE and/or TDA in the "LIN" column.
TOTAL WEAPONS	Enter the total quantity of WEM.
ROUNDS PER WEAPON	Enter the quantity authorized.
NOMENCLATURE OF ROUND	Enter the nomenclature of OR ITEM authorized ammunition as contained in DA PAM 710-2-1 or related publications.
DODIC	Enter the DODIC as contained in DA PAM 710-2-1 or related publications.
COLUMN	EXPLANATION

TOTAL AUTH ROUNDS	Enter the product obtained by multiplying the quantity in the "TOTAL WPNS" column by the quantity in the "ROUNDS PER WEM" column.
TOTAL ON HAND ROUNDS	Enter the total amount of ammunition currently on hand within the unit or the supporting ASP and earmarked for the unit.
EXCESS (SHORTAGE)	Enter the amount of EXCESS or (SHORTAGE) ammunition.

3-3. Training ammunition. The consumption of training ammunition for combat readiness is authorized by AR 5-13. The AR 710-2 provides HQDA guidance for managing training ammunition and DA Pam 350-38 provides data for computing requirements.

3-4. Hazardous materials training

a. Certification training is mandatory for military and civilian personnel who sign certification statements, i.e., GBL, CBL, DD Form 626, and DD Form 836 on shipping documents IAW DOD 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement, Chapter 204, paragraph E.1. The individual designated to sign these documents must be appointed under the provisions of TM 38-250, Preparing Hazardous Materials for Military Air Shipments, Chapter 1, paragraph 1.17.4. This biennial certification may be obtained through the U.S. Army Defense Ammunition Center and School, Savanna, IL, or the U.S. Army School of Military Packaging Technology, Aberdeen Proving Ground, MD.

b. Familiarization training is required for all personnel who prepare and/or handle and transport ammunition over public roads IAW 49 CFR, Part 172, Subpart H. This training is a Department of Transportation (DOT) requirement. A computer-based training program may be obtained from USADACS or a locally contracted commercial vendor can be used. Commanders may also appoint trained individuals to conduct HAZMAT familiarization training.

3-5. Ammunition basic and operational loads

a. Ammunition basic loads are computed in accordance with FM 101-10-1/2 on MDW Form 91-R-E and forwarded to Commander, MDW, ATTN: ANLG-LS for approval. Approved basic load stocks are not to be consumed in training.

b. Operational loads not covered by CTA 50-909 must be approved by Commander, MDW, ATTN: ANLG-LS, as cited in paragraph 1-4a(3).

3-6. Security of ammunition and explosives

a. Ammunition and explosives will be secured IAW AR 190-11.

b. Loss, theft, inventory losses, etc., will be reported to the installation provost marshal IAW AR 190-11.

c. Ammunition found on post and recovered from amnesty boxes will be secured IAW DA Pam 710-2-1 and local supporting ASP procedures.

Chapter 4 Disposition Procedures

4-1. General

a. Units will follow their supporting ASP procedures and related regulations for the disposition of excess, suspended, restricted, and unserviceable ammunition and components, ammunition residue, and used packing material.

b. Excess serviceable non-allocated ammunition "STOCKS" are to be reported as required by AR 710-2 and AR 725-50.

c. Excess serviceable allocated ammunition stockage at the ASP will be initially coordinated through channels to the Commander, ATTN: AFLG-LST, 1777 Hardee Street, SW., Fort McPherson, GA 30363-6000. Quantities that are not designated for redistribution by FORSCOM are to be reported in accordance with AR 710-2 and AR 725-50.

d. Unserviceable ammunition will be reported in accordance with DA Pam 738-750 using DA Form 2415 (Ammunition Condition Report).

4-2. Fired or misfired cartridge cases

a. Units will coordinate with their supporting ASP for turn-in of expended rounds. Unused rounds and expended residue must be separated prior to turn in to the supporting ASP. Units are not authorized to turn in ammunition residue directly to DRMOs.

b. If units experience ammunition malfunctions, they will report such incidents to their supporting ASP. Misfired rounds will not be removed from the firing point. Units will contact the supporting EOD for disposal.

c. If ammunition is suspended locally, due to a malfunction, reporting procedures directed by AR 75-1 will be followed.

4-3. Ammunition amnesty program

a. The amnesty program is implemented IAW DA PAM 710-2-1, Chapter 11.

b. Installation commanders shall coordinate the implementation of the program with law enforcement agencies and their legal advisor.

c. The EOD units will support the amnesty program IAW AR 75-15, FORSCOM Reg 700-4, and this regulation.

Chapter 5
Surveillance of Ammunition and Explosives

5-1. Authority and responsibility for surveillance

a. The surveillance of ammunition is a command function as directed by AR 702-6 and AR 740-1. The surveillance program encompasses all ammunition logistics functions. Surveillance requirements and activities are detailed by SB 742-1, this regulation, supplementary supply bulletins, and technical bulletins.

b. The QASAS personnel will perform elements of the surveillance program (AR 690-950-20). Military ammunition inspectors (MOS-55 series) and designated civilian technicians may supplement the QASAS. Questions about assignment of QASAS personnel should be addressed to Commander, MDW, ATTN: ANLG-LS, DSN 325-2668.

5-2. Installations without assigned QASAS

a. Installations without a permanent QASAS assigned, but with an ammunition mission, are to ensure required inspections are performed. Any problems which cannot be resolved locally will be brought to the immediate attention of the supporting QASAS (see AR 5-9).

b. Technicians and inspectors may perform QASAS duties as described in SB 742-1 at installations without a permanently assigned QASAS. They must be designated in writing and trained by the supporting QASAS (see AR 5-9 or inter/intra-service support agreements). Detailed surveillance SOPs must be on hand and approved by the supporting QASAS.

Chapter 6
Explosive Safety

6-1. Inspections

a. All AAE storage sites will be inspected IAW AR 385-10.

b. The inspection will cover the following as a minimum:

(1) Comparison of what is actually stored as against what is authorized by license.

(2) Identification of any overages or storage compatibility violations.

(3) Verification of quantity distance (Q-D) separation requirements stipulated in license.

(4) Evaluation of storage facilities to include adequacy of earth cover on magazines, barricades, and condition of lightning protection system and ventilators.

c. The inspection report will be maintained on file and should explain what actions are being taken on any deficiency and the estimated "get well" date. If an engineering project is required to correct the deficiency, a copy of the work order will be attached to the report.

6-2. Site plans. All site plans and safety DDESB submissions will be prepared IAW Implementing Draft AR 385-64.

6-3. Storage licenses

a. Explosive storage licenses are permanent documents with no expiration date. However, a new license will be issued and the old license cancelled if encroachment changes the determining factor or changes in Q-D standards require license alterations.

b. All ammunition/explosives storage licenses are subject to review by the MDW safety office and installation safety office annually.

c. The explosives storage license does not authorize the storage of waste ammunition or hazardous waste explosives within the authorized storage areas. Storage of waste munitions and hazardous waste explosives require a storage permit to be issued by the appropriate state or federal agency.

d. Ammunition/explosives storage is only authorized at locations and facilities indicated on the license and in quantities not to exceed the licensed limits. This includes facilities used for storage of ammunition/explosives, in basic load storage areas, truck holding areas, loading docks, and open (outdoor) storage pads.

e. The explosives storage license is not required for arms rooms and small arms storage areas in troop buildings. Limited quantities of Class 1.3 and 1.4 ammunition can be stored at these locations for alert and security purposes consistent with mission requirements. Unit arms or ammunition storage areas in troop buildings will not be used to store Class 1.1 or 1.2 ammunition, such as charges, mortars, and high explosives.

f. Any storage area or facility that does not meet DoD explosives standards will not be licensed unless covered by an approved safety waiver or exemption.

g. Explosives storage licenses will be completed on MDW Form 39-R-E with MDW Form 38-R-E, Quantity Distance Verification, and the site plan(s) attached as supporting documentation. The MDW Form 38-R-E is located in the back of this regulation and may be locally reproduced on 8 1/2 - by - 11 inch paper or generated electronically.

6-4. Safety waivers and exemptions

a. Requests for safety waivers and exemptions will be prepared IAW AR 385-64. The original and two complete copies of MDW Form 38-R-E, MDW Form 39-R-E, site plans, and other required safety submissions will be forwarded through appropriate channels to Commander, ATTN: ANOS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058. Safety waiver/exemption authority will not be delegated below the Commanding General, MDW.

b. Safety waivers will be requested only after every effort has been made to eliminate the nonstandard condition. (Note: The goal of the Army is to eliminate all waivers and exemptions and have strict adherence to all safety standards).

c. Requests for safety waivers will be submitted individually for each storage area and/or facility will not be consolidated.

d. Failure to comply with restrictions or incidents arising from operations or conditions covered by the approved safety waiver invalidates the safety waiver until reinstated by the appropriate safety officer.

e. Renewal requests for safety waivers will show that all practicable means to correct the conditions which required original safety waiver were exhausted.

f. The MDW safety offices will be advised when a safety waiver is cancelled because corrective action has been completed before the safety waiver expiration date (waivers expire at 2400 on the expiration date).

Chapter 7 Reports

7-1. Ammunition Malfunction Report, DA Form 4379-R, and Missile and Rocket Malfunction Report, DA Form 4379-1-R, (RCS CSGLD-1961)

The report will be made in accordance with AR 75-1. Provide reports to IOC or MICOM as appropriate with an information copy to Commander, MDW, ATTN: ANLG-LS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

7-2. Ammunition Condition Report, DA Form 2415 (RCS CSGLD-1202)

The ACR will be prepared in accordance with DA Pam 738-750. A copy of each completed report will be provided to Commander, MDW, ATTN: ANLG-LS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058, and to the appropriate national inventory control point (NICP): Commander, IOC, ATTN: AMSIO-SMA-N, Rock Island, IL, or MICOM, ATTN: AMSMI-MMC-LS-SM, Redstone Arsenal, AL 35898-5679.

7-3. Product Quality Deficiency Report, SF 368

Unsatisfactory newly manufactured ammunition which shows below standard quality or poor workmanship attributable to the manufacturer will be reported on IAW AR 702-7 and DA PAM 738-750.

7-4. Report of discrepancies, SF 361 and SF 364

Disagreements between quantities or condition of property actually received in a shipment and that recorded on the shipping document will be reported IAW AR 735-5.

7-5. Worldwide Ammunition Reporting System (RCS CSGLD-1322)

Reports are to be prepared and submitted IAW AR 700-19. A copy of the ammunition requirements and assets report and ammunition inspection and lot number report will be provided to Commander, MDW, ATTN: ANLG-LS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

Chapter 8 Standing Operating Procedures

8-1 Policy

Policy provisions outlined in TM 9-1300-206, paragraph 2-10, are to be strictly observed by the ASP.

8-2 Procedures

The standing operating procedures (SOP) cover sheet and local procedures will be IAW TM 9-1300-206 and this regulation. Provide courtesy copy to Commander, MDW, ATTN: ANLG-LS, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058. Figures 8-1 and 8-2 provide formats for the SOP cover sheet and second page.

8-3 Training

For SOP training, the U. S. Army Defense Ammunition Center and School offers a 48-hour course, "Preparation and Review of SOPs for Ammunition and Explosive Operations." The course is intended for individuals responsible for preparation, review, or approval of ammunition operation SOPs.

MDW REG 700-1

STANDING OPERATING PROCEDURE FOR:

1. MDW Location _____
2. Operation/Inspection _____
3. Organization Symbol _____
4. SOP No. _____ Date _____
Rev No. _____ Date _____
Change No. _____ Date _____
5. Prepared by _____
Title _____
Phone Extension _____
6. Reviewed by _____
Title _____
7. Submitted by _____
Title _____
8. Concurrences:

Office	Signature	Title
Surveillance Specialist	_____	Quality Assurance (Ammo Surv)
Supply Division	_____	Chief, Supply Division
ASP	_____	Chief, ASP Storage/ Operations
Safety	_____	Chief, Safety Office
9. Approval Grade _____
Title _____
(i.e., Cdr, DIO, Office in Charge of All Ammunition Logistic Function)

Figure 8-1. Format for SOP cover sheet (page 1)

8-3

Appendix A
References

Section I
Required publications

- AR 5-9 Intra-Service Support Installation Area
Coordination (Cited in paras 1-4f(1), 1-4f(3), and
5-2a,b.)
- AR 75-1 Malfunctions Involving Ammunition and Explosives
(Cited in paras 4-2c and 7-1.)
- AR 75-15 Responsibilities and Procedures for Explosive
Ordnance Disposal (Cited in para 4-3c.)
- AR 190-11 Physical Security of Arms, Ammunition, and
Explosives (Cited in paras 1-4d(6) and 3-6a,b.)
- AR 385-10 The Army Safety Program (Cited in paras 1-4g(9)
and 6-1a.)
- AR 385-64 Ammunition and Explosives Safety Standards (Cited
in paras 1-4c(1)(2), 1-4g(2), 6-2, and 6-4a.)
- AR 690-950-20 Civilian Career Program for Quality Assurance
Specialists (Ammunition Surveillance) (Cited in
para 5-1b.)
- AR 700-19 U.S. Army Munitions Reporting Systems (Cited in
para 7-5.)
- AR 702-6 Ammunition Stockpile Reliability Program (ASRP)
and Army Nuclear Stockpile Reliability Program
(AWASRP) (Cited in para 5-1a.)
- AR 702-7 Product Quality Deficiency Program (Cited in
para 7-3.)
- AR 710-2 Inventory Management Supply Policy Below the
Wholesale Level (Cited in paras 1-4c, 1-4e, 2-3a,
3-1, and 3-3.)
- AR 725-50 Requisition and Issue of Supplies and Equipment
(Cited in paras 2-2a and 4-1b,c.)
- AR 735-5 Policies and Procedures for Property Account-
ability (Cited in para 1-4e.)
- AR 740-1 Storage and Supply Activity Operations (Cited in
para 5-1a.)

MDW REG 700-1

CTA 50-909 Field and Garrison Furnishings and Equipment
 (Cited in para 3-5b.)

DOD 4500.9-R Department of Defense Transportation Regulation,
 Part II, Cargo Movement (Cited in para 3-4a.)

DA Pam 350-38 Standards of Weapons Training (Cited in
 para 3-3.)

DA Pam 385-64 Ammunition and Explosives Safety Standards (Cited
 in paras 1-4c(1)(2)(6) and 1-4g(2).)

DA Pam 710-2-1 Using Unit Supply System (Manual Procedures)
 (Cited in paras 1-4c(10), 1-4d(1), 2-1a, 2-2a,
 3-1, 3-2c-d, 3-6c, and 4-3a.)

DA Pam 710-2-2 Supply Support Activity Supply System: Manual
 Procedures (Cited in paras 2-2a and 3-1.)

DA Pam 738-750 Functional Users Manual for The Army Maintenance
 Management System (TAMMS) (Cited in paras 4-1d,
 7-2, and 7-3.)

FM 101-10-1/2 Staff Officer's Field Manual Organizational,
 Technical, and Logistical Data Planning Factors,
 Volume 2 (Cited in para 3-5a.)

SB 742-1 Ammunition Surveillance Procedures (Cited in
 paras 1-4f(1), 5-1a, 5-2b.)

TM 9-1300-206 Ammunition and Explosives Standards (Cited in
 para 8-1.)

TM 38-250 Preparing Hazardous Materials for Military Air
 Shipments (Cited in para 3-4a.)

Section II
Related Publications

AR 55-38 Reporting of Transportation Discrepancies in
 Shipments

AR 385-40 Accident Reporting and Records

AR 385-55 Prevention of Motor Vehicles Accidents

AR 385-62 Regulation for Firing Guided Missiles and Heavy
 Rockets for Training, Target Practice, and Combat

AR 385-63 Policies and Procedures for Firing Ammunition for
 Training, Target Practice, and Combat

AR 700-13	Worldwide Ammunition Review and Assistance Program
AR 700-143	Performance Oriented Packaging of Hazardous Material
AR 735-11-2	Reporting of Item and Packaging Discrepancies
DA Pam 385-40	Army Accident Investigation and Reporting
DOD 4000.19	Interservice, Interdepartmental, and Interagency Support
DOD 4145.19-R-1	Storage and Materials Handling
DOD 4160.21-M	Defense Reutilization and Marketing Manual
DOD 4160.21-M-1	Defense Demilitarization Manual
DOD 5100.76-M	Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives
DOD 6055.7-M	Fire Incident Reporting Manual
FORSCOM Reg 700-3	Ammunition Basic Load
FORSCOM Reg 700-4	Ammunition Logistics
MDW Reg 385-1	Hazard Communication Standard
SB 725-12	Nonexpendable Reusable Shipping and Storage Containers
SB 755-1	Disposition of Used Ammunition Packing Material and Certain Specified Ammunition Components
TB 9-1300-385	Munitions Restricted or Suspended
TM 43-0001-27	Army Ammunition Data Sheets for Small Caliber Ammunition

Section III
Prescribed forms

DA Form 2415
Ammunition Condition Report (Cited in para 4-1d.)

DA Form 3020-R
Magazine Data Card (Cited in para 3-2c.)

MDW REG 700-1

DD Form 626

Motor Vehicle Inspection (Cited in para 3-4a.)

DD Form 836

Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles (Cited in para 3-4a.)

MDW Form 38-R-E

Quantity Distance Verification (Cited in paras 6-3g and 6-4a.)

MDW Form 39-R-E

Explosives Storage License (Cited in paras 1-4g(4), 6-3g, and 6-4a.)

MDW Form 91-R-E

Ammunition Basic Load Computation (Cited in paras 3-2d and 3-5a.)

Section IV

Referenced forms

DA Form 581

Request for Issue and Turn-In of Ammunition

DA Form 1687

Notice of Delegation of Authority - Receipt for Supplies

DA Form 2062

Hand Receipt/Annex Number

DA Form 5203

DODIC Master Record

DA Form 5204

Serial Number Record

DA Form 5514-R

TAMIS Training Ammunition Forecast Report

DA Form 5515

Training Ammunition Control Document

DA Form 5692-R

Ammunition Consumption Certificate

DA Form 5811-R

Certificate-Lost or Damaged, Class 5 Ammunition Items

Glossary
Explanation of Abbreviations and Terms

Section I

Abbreviations

ABL

Ammunition Basic Load

AIN

Ammunition Information Notice

AMC

U.S. Army Materiel Command

ASP

Ammunition Supply Point

ATTN

Attention

BOE

Bureau of Explosives

CALS

Committee for Ammunition Logistics Support

Cdr

Commander

CFR

Code of Federal Regulations

CONUS

Continental United States

DA

Department of the Army

DCSLOG

Deputy Chief of Staff for Logistics

DCSOPS

Deputy Chief of Staff for Operations, Plans, and Security

DDESB

Department of Defense Explosive Safety Board

DOD

Department of Defense

DODAC

Department of Defense Ammunition Code

Section I
Abbreviations (continued)

DODIC
Department of Defense Identification Code

DOL
Director of Logistics

DOT
Department of Transportation

DPW
Directorate of Public Works

DRMO
Defense Reutilization and Marketing Office

EOD
Explosives Ordnance Disposal

FORSCOM
U.S. Armed Forces Command

HAZCOM
Hazardous Communication

IBD
Inhabited Building Distance

IOC
U.S. Army Industrial Operations Command

MDW
U.S. Army Military District of Washington

MICOM
U.S. Army Missile Command

MOS
Military Occupational Skill (Specialty)

MIN
Missile Information Notices

NAR
Notices of Ammunition Reclassification

NCO
Noncommissioned Officer

NEW
Net Explosive Weight

Section I
Abbreviations (continued)

NICP
National Inventory Control Point

NSN
National Stock Number

QASAS
Quality Assurance Specialist (Ammunition Surveillance)

Q-D
Quantity Distance

RCRA
Resource, Conservation, and Recovery Act

ROD
Report of Discrepancy

SOP
Standing Operating Procedure

USATCES
United States Army Technical Center for Explosives Safety

USADACS
U.S. Army Defense Ammunition Center and School

Section II
Terms

Allocated Items
Items of ammunition in national short supply designated by the Committee for Ammunition Logistic Support (CALS) and CALS controlled items.

Ammunition and Explosives
All items of ammunition; propellants, liquid and solid; high and low explosives; guided missiles; warheads; devices; pyrotechnics; chemical agents; and components and substances associated therewith, presenting real or potential hazards to life and property, but not inclusive.

Class V
Ammunition and explosives including non-toxic chemical ammunition items and excluding nuclear weapons.

Committee for Ammunition Logistic Support (CALS)

A Department of the Army operation and logistic element which meets semiannually to allocate and distribute conventional munitions that are in short supply, including items to be consumed in training.

Section II

Terms (continued)

Department of Defense Explosives Safety Board (DDESB)

A joint service activity of the Department of Defense. It is subject to the direction, authority, and control of the Secretary of Defense. The DDESB jurisdiction includes all DoD components worldwide.

Hazard Classification

An assignment of ammunition and explosives (Class 1 substances) into one of six divisions for purposes of storage, transportation, and Q-D computations.

Net Explosive Weight (NEW)

The designation, in pounds, of explosives per weight (NEW) per round to be used in calculating explosive weight and distance limits for storage locations in accordance with DOD 6055.9 STD.

Quality Assurance Specialist (Ammunition Surveillance) (QASAS)

Army civilian employees in the GS-1910 Quality Assurance Specialist program for ammunition defined in AR 690-950-20.

Waiver

A written authority that permits a temporary deviation from a short term (5 years or less) mandatory requirement of U.S. Army ammunition and explosives safety standards.

Training Ammunition

All supply class V items consumed during training to include conventional munitions, missiles, training-unique ammunition.

QUANTITY DISTANCE VERIFICATION

(MDW Regulation 700-1)

1. INSTALLATION NAME				2. DATE	
3. TYPE OF STORAGE SITE			4. STORAGE SITE NUMBER		
HAZARD CLASS <small>a.</small>	TARGET (ON WHICH REQUIRED DISTANCE IS BASED) <small>b.</small>	TYPE DISTANCE <small>c.</small>	QUANTITY DISTANCE SEPARATION		MAXIMUM ALLOWABLE (NET EXPLOSIVE WEIGHT IN POUNDS) <small>f.</small>
			ACTUAL FEET <small>d.</small>	REQUIRED FEET <small>e.</small>	
5. REMARKS					
6. PREPARED BY		7. DATE	8. REVIEWED BY (<i>Engineer</i>)		9. DATE
10. REVIEWED BY (<i>Safety</i>)		11. DATE	12. APPROVED DOL		13. DATE

